

Personnel

**Education and Training
Programs**

**Professional Research
and Teaching Leave**

PURPOSE:

- .01 The Professional Research and Teaching Leave Program (PR&TL) enhances and promotes the continuing professional growth of Laboratory employees through partially subsidized leaves that enable employees to study, conduct research, or teach at institutions in the United States and abroad.

PROGRAM PARAMETERS:

- .02 The sponsoring organization must bear all costs associated with a PR&TL appointment.
- .03 To be eligible for the program, the candidate must:
- Be a recognized expert in the discipline.
 - Have made outstanding contributions to Laboratory efforts.
 - Have a firm plan for research, study, or teaching that is relevant to the interests of a Laboratory program and to the individual's expertise.
 - Be a regular, full-time exempt employee with a minimum of four years of continuous full-time employment before the appointment, or since the last PR&TL. Former employment at other University of California facilities is not counted as credit in satisfying the required four years.

LENGTH OF LEAVE:

- .04 The minimum period of PR&TL is one month; the maximum is 12 months, not necessarily consecutive. However, if an individual proposes to return to work status intermittently during the leave, this issue must be addressed in the leave request and approved in advance.
- .05 If an individual has previously taken PR&TL for less than 12 months, a subsequent request may be made for the remainder of the original 12 months available but not used.

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LABORATORY SUPPORT:

Expenses: .06 The Laboratory does not reimburse travel expenses and shipment of household goods for employees taking PR&TL.

Salary/Stipend: .07 An employee on PR&TL leave generally receives a percentage of his or her Laboratory salary according to the following schedule:

Years of Service or Years Since Last PR&TL	Less than 6 Months' Leave	6-12 Month Leave
4	89%	44%
4.5	100%	50%
5	100%	56%
5.5	100%	61%
6	100%	67%
7	100%	78%
8	100%	89%
9 or more	100%	100%

.08 The sponsoring organization may propose to pay less than the salary specified in the schedule above. The organization may not reduce its level of support after the leave is approved.

Salary Increases and Performance Review: .09 Employees on PR&TL are eligible for salary increases and should be given the same consideration given regular, full-time and part-time employees. PR&TL stipends will be increased by the same percentage as the salary increase.

Benefits: .10 Employees on PR&TL receive service credit in the University of California Retirement Plan based upon the stipend paid during the leave period. An employee receiving 50% of his or her salary as a stipend during the leave will receive retirement credit equivalent to 50% time during the leave.

.11 An employee on PR&TL does not accrue vacation or sick leave. The employee may retain coverage

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under the University's benefit plans. Contact the Benefits Group for more information.

- Return to Work:** .12 At the end of the PR&TL, the employee returns to the sponsoring division. The position may or may not be the same one the employee vacated.
- PATENTS:** .13 If an employee is asked to sign a patent agreement by the organization visited, he or she must contact Laboratory Counsel for guidance.
- SECURITY CLEARANCE:** .14 Unless DOE approves an exception, the employee's security clearance will be terminated after the employee is on PR&TL for a continuous period of over 90 days. Contact the Clearance Processing Team in the Safeguards and Security Division.
- APPROVALS:** .15 The candidate must submit an application for PR&TL to group and division management. (The application is available from the Human Resources Division.) If PR&TL is approved, the application is submitted to the Human Resources Division in order to coordinate details of the leave.
- Note:* Depending on the PR&TL assignment, an Outside Activity Permission Request Form may also be required. See also Laboratory policies on conflict of interest.
- POINT OF CONTACT:** .16 Questions on PR&TL should be directed to the Human Resources Division.